



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

March 5, 2013

You are invited to review and respond to this Request for Proposal (RFP) Secondary, entitled "DRR12059, 2014 Waste Characterization Study". In submitting your proposal, you must comply with the instructions herein.

Note that all Contracts entered into with the State of California will incorporate by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Wendy Roberson
contracts@calrecycle.ca.gov
Phone: 916.341.6120
Fax: 916.319.7518

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Wendy Roberson
Contract Administrator

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Section 1 Overview

General Information

CalRecycle promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CalRecycle Contact Information

Department of Resources Recycling and Recovery

Physical Address: 1001 I Street,
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A

Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6120

FAX: (916) 319-7345

EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received in the Visitor`s & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

CalRecycle recognizes the need for periodic statewide waste characterization studies. These studies provide up-to-date information on the types and amounts of materials being disposed in the state's waste stream. This knowledge is essential for solid waste planning and assessment of waste diversion activities. Periodic studies provide information on how the waste stream changes over time, and provide opportunities to gather new information on materials of concern as they are identified. Additionally, information obtained from this study will be used in evaluating the effectiveness of implementation of California's Mandatory Commercial Recycling Law (AB 341 [Chesbro] Stats. Of 2011, Ch. 476), as well as updating CalRecycle's Waste Characterization Database, and doing a general assessment of performance of source separation activities for recyclables in the commercial sector.

Contract Budget

Subject to availability of funds and approval by CalRecycle, there is a current maximum budget of \$1,912,000. CalRecycle reserves the right to amend the budget for this Contract as needs arise.

Payment Withhold

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task. The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle.

Liquidated Damages

The selected Contractor, to receive award of this Contract, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work. See Section II, Commitment, *Special Terms and Conditions* for additional information.

Contract Term

The term of this Contract will span approximately 23 months and is expected to begin in June 2013. CalRecycle reserves the right to amend the term of this Contract as needs arise.

Process Type

Request for Proposal (RFP) (Secondary Method).

Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time

Advertisement Date	March 5, 2013
Proposer's Conference at 10:00 am	March 26, 2013
Written Questions Due by 5:00 pm	April 1, 2013
Submittal's Due by 2:00 pm	April 30, 2013
Post Notice of Intent to Award	May 14, 2013

Section II Rules and Conditions

Introduction

There are conditions that this RFP, submitting Proposers, proposals and resulting Contracts are subject to and/or required to comply with.

Commitment

Upon submittal of a Proposal, the Contractor has committed to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions available for viewing at www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses (CCCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.

The above terms, conditions, and/or requirements are not subject to negotiation. Any Proposal that reserves a right to negotiate or expresses any exception to the above terms, conditions, and/or requirements will be disqualified. However, requests to revise any of the above terms, conditions, and/or requirements may be submitted during the formal question and answer period. Any such requests must include the current language, the proposed revised language, and the justification for the proposed revision. Any revisions are at the sole discretion of CalRecycle and will only be made under very limited circumstances in which the revisions apply to all Proposers and benefit or enhance the Contract.

If the Proposer fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to awarding a Contract resulting from this RFP.

Antitrust Claims

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from the contractor's participation in the RFP process are at the firm's expense. No costs incurred by the contractor participating in the RFP process will be reimbursed by CalRecycle.

Information

All information obtained or produced during the course of the Contract will be made available to CalRecycle.

Any information that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure under those statutes must so be marked by the proposer prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information deemed confidential or trade secret(s) by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to CalRecycle Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, Addenda).

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

A Proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

CalRecycle may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

Unreliable List

Any contractor or subcontractor currently on CalRecycle Unreliable list, is ineligible to apply for or participate in this contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the Contract, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

Small Business (SB) Preference

Small Business and non-small business may receive preference as set forth below.

For purposes of this RFP, references to "Small Business" include "Microbusiness" unless contrary to law.

Any Proposer competing in this process as a California Certified Small Business, or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm> .

For award based on high score, the incentive is applied by calculating the "earned" score for all proposers: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the SB preference. This new amount is the total score.

Application of the preference shall not displace an award to a small business with a non-small business.

A copy of the Proposer's and or/ small business subcontractors' small business certification should be included with the Proposal.

If the Proposer makes a commitment to achieve small business participation, then the Proposer, if awarded this contract, must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved (Govt. Code § 14841). Refer to Attachment D to fulfill this requirement

Disabled Veterans Business Enterprise (DVBE) Incentive

Any Proposer competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive an incentive as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) incentive calculation.
2. Four (4%) participation level = bid will receive two percent (2%) incentive calculation.
3. Three (3%) participation level = bid will receive one percent (1%) incentive calculation.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the incentive as follows:

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the DVBE incentive according to the participation levels . This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Proposer's DVBE certification should be included with the Bid Package.

If awarded, the Proposer who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this agreement) certify in a report to the awarding department: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation (Military & Veterans Code (M&VC) § 999.5(d)). Refer to Attachment D to fulfill this requirement.

Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the Contract, the contractor **must** use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

Section III Proposal Submittal Requirements

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

CalRecycle may reject any Proposal if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Proposal, if deemed in the best interest of CalRecycle.

Deadline

The proposal package must be received by CalRecycle, at the address listed in Section I, Overview by 2:00 p.m. on April 30, 2013.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

Addressing

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

Number of Copies

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- 3 bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

It is the submitting Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 100% post-consumer recycled content fiber.

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:

- a. Name and address of the Proposer submitting qualifications;
- b. Proposer's Headquarters for purposes of this Contract, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Contract on behalf of the Proposer;
- e. Statement that personnel who will provide services under the Contract will have the required certifications and that the Proposer will have qualified personnel available to meet the service needs; and
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the proposal package.
- g. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286; and

- h. List of Contractor's and any subcontractor(s)' business names, identification of certified SB status, if applicable, and corresponding OSDS Reference number(s) issued to the certified SB by the DGS.

Table of Contents

The information must be organized as presented with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

Methodology

The proposal must include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology must be described in sufficient detail to allow CalRecycle staff to evaluate the methods and must address all tasks and items in the Scope of Work.

Proposals must describe how the objectives will be met and the methods the contractor will use. The description must include not only what work will be performed, but how it will be performed.

The tasks described in the Scope of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements in meeting the project objectives.

Although no work orders/changes are anticipated to be issued against this contract, CalRecycle, in agreement with the Contractor, may modify workplans, within reason, based on new information gathered during the contract term and agreed to by mutual consent of the contracted parties. The contractor shall prepare contingency measures to deal with logistical, equipment, weather, or other unforeseen circumstances encountered in the field.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

Because of the comprehensive nature and complexity of this study, proposers must demonstrate experience in: designing and performing large-scale (regional or statewide) waste characterization studies involving collection of detailed field sorting data; conducting phone and field surveys (number of projects and scope) to gather information on solid waste facilities, operations, and waste stream sources; selecting and recruiting businesses (number of projects and scope) to participate in waste stream studies and gathering disposal and diversion data for these sites to result in reliable, representative data; and providing comprehensive, defensible statistical analyses on the data obtained.

Each proposal must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing

References

The Proposer’s team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Samples of Written Work

The Proposer’s team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables.

Contractor Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

Qualification/Licenses

The Contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

- A copy of the Proposer’s registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a “professional” nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide “professional” services under the contract.

Small Business (SB) Participation

CalRecycle expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any sub-contractors, which includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V Definitions and Terms, the Participation Summary, Attachment C, must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary, Attachment C, must be completed and submitted with the proposal.

Disabled Veteran Business Enterprise Participation (DVBE)

CalRecycle expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, which includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary, Attachment C, must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary, Attachment C, must be completed and submitted with the proposal.

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for EZA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Proposer is qualified for this preference, the EZA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for TACPA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Local Agency Military Base Recovery Act (LAMBRA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for LAMBRA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Proposer is qualified for this preference, the LAMBRA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB and a firm that is SB and DVBE, the award shall be made to the firm that is SB and DVBE.

Proposers Conference

If the proposer wishes to attend the conference in person on March 26, 2013, please arrive at the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814 on the date and time referenced in Section I, Process Schedule.

Teleconference Participation

If the Proposer is unable to attend the Proposer's Conference in person and wishes to participate via telephone they must submit the Teleconference Participation Form by 5:00 p.m. on March 25, 2013. The Teleconference Participation Form must be submitted by fax or e-mail (scanned document must be viewable with Adobe Acrobat Reader) to the CalRecycle Contact as instructed in Attachment K. Proposers participating in the teleconference will be notified by email of the conference phone number and access code prior to the time noted above.

Section IV Cost Proposal Submittal

Evaluation

The Contractors cost proposal submittal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. The winner proposer's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, proposer must explain on the Cost Proposal Sheet why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

Failure to include on the Cost Proposal Sheet budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

The cost proposal sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the RFP has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the cost proposal sheet. Reference by incorporation to the proposal is not acceptable.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the Contract.

Travel and Per Diem

Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq.. Per diem (lodging, meals and incidentals) will not be reimbursed for travel within 50 miles of Contractor's headquarters.

- Lodging (receipts required) per day–
 - Most locations up to a maximum of \$84 plus tax
 - Counties of Los Angeles and San Diego up to a maximum of \$110 plus tax
 - Counties of Alameda, San Francisco, San Mateo and Santa Clara up to a maximum of \$140 plus tax
- Meals (actual expense) (up to \$6 for breakfast, \$10 for lunch and \$18 for dinner) – up to a maximum of \$34 per day
- Incidentals – up to a maximum of \$6 per day.
- Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.

Section V Evaluation and Selection

Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further competition.

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

Cost Points

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor*) X maximum cost points

* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

Lowest Proposer's cost = \$10

Other Proposer's cost = \$12

Maximum cost points = 30 cost points

factor = \$10 ÷ \$12 = .83

Cost Points Calculation for Other Proposer's Cost

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Oral Interview

If oral interviews will be conducted as part of this process, the date of said interviews will be within the timeframe identified in Section I, Schedule.

All Proposers invited for an interview, will be notified by CalRecycle of the specific date and time of the interview.

Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.

Grounds for Rejection

All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Contract

Award of this Contract will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, CalRecycle may utilize a tie breaker to determine the winning Proposer. The tie breaker will be determined based on which proposer has the most SB and DVBE participation identified in the bid package.

CalRecycle reserves the right to not award a Contract.

Notice of Intent to Award

CalRecycle will post a notice of intent to award this Contract five (5) working days prior to the award being made.

Notice of the intent to award will be posted on CalRecycle's website at www.CalRecycle.ca.gov/contracts and at the headquarters building noted in Section I. It is the Proposer's responsibility to check one of these locations for a copy of the Notice of Intent to Award.

Rejection of Award

If the Proposer fails to enter into a satisfactory Contract within a reasonable timeframe after the award is made, CalRecycle may deem that the Proposer has rejected the award.

CalRecycle reserves the right to disqualify the awardee and award the Contract to the next highest ranked Proposer.

Protest of Award

A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

Within five (5) **working** days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Contract will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn; Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

CalRecycle
Attn; Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@CalRecycle.ca.gov

Section VI Description of Work

Work to be Performed

The contract consists of 5 broad tasks:

1. Conduct a comprehensive statewide waste characterization study to gather accurate, representative data on the disposed waste stream. The main goal of this task is, through a disposal facility-based study, to quantify and characterize materials disposed in the state's waste stream from residential, commercial/industrial, and self-haul sectors. Each sector shall be characterized separately and the data shall be combined for an overall statewide waste composition that is statistically representative. Since data from this study must be directly comparable to that from CalRecycle's 2008 study, the method used in CalRecycle's 2008 study shall be followed closely.
2. Gather waste characterization data regarding disposal from specific waste generator groups in the commercial sector, through field sampling and sorting of waste. These generators shall be defined by their North American Industrial Classification System (NAICS) code, and two or more types may be combined for sampling purposes when their activities and/or waste streams are similar in nature. CalRecycle has developed a list of generator groups that can be used in the study (see Tables 1 and 2). The goal is comprehensive data for the entire commercial sector, with as many individual generator groups characterized as possible.
3. Collect data on recycling and composting by businesses (i.e., through "blue bin programs"), to be used in conjunction with the generator disposal data, to assess general performance of commercial recycling programs statewide.
4. Collect comprehensive diversion data (including recycling through blue-bin programs, in-house programs, source reduction, etc.) for some commercial generator groups.
5. Train CalRecycle staff on methods used in conducting these tasks, so that staff has a thorough understanding of the process and procedures used in waste characterization data collection. Once trained, staff will provide labor to assist in performing some of the tasks to offset the time and cost provided by the contractor for training. CalRecycle anticipates conducting future targeted data collection efforts largely performed by staff, therefore this project is an opportunity for staff to work with experts in the field to become equipped for future efforts. As part of the overall project, CalRecycle staff will document methods to develop project manuals for future use and the contractor shall review these manuals and provide comments to ensure their accuracy and effectiveness. Therefore this task will be a significant part of the project.

The estimated budget for Task 1 is approximately \$500,000. Because Tasks 2 through 4 are related and some work can be combined, it is incumbent upon the contractor to propose a budget for each task that maximizes efficient use of the remaining funds. However, of Tasks 2, 3, and 4, the priority for data collection is Task 2 and it is anticipated that a significant amount of contract resources will be used there. CalRecycle anticipates that staff training will be incorporated into the budgets and tasks of the project as a whole.

To meet the requirements and to fulfill the terms of this contract, the contractor shall complete the following tasks. The work plans and study designs may be revised based on new information gathered during the contract term, subject to review and approval by the Contract Manager.

Work to be performed includes the following:

- designing cost-effective approaches to data collection
- identifying, recruiting, and coordinating with facilities and businesses to be sampling sites

- performing field work including selecting and sorting samples, conducting vehicle surveys, weighing waste samples, conducting business waste audits, and recording field data
- data entry and analysis
- training CalRecycle staff on methods used during the project
- preparing and submitting regular progress reports and interim data to the Contract Manager during the project
- preparing final reports and presenting the results at a CalRecycle meeting

Tasks

Task 1: Disposal Facility-based Waste Characterization Study

The data collected during this task is intended to be directly comparable to the 2008 statewide study, therefore the methods and study design shall follow that study closely (report available at <http://www.calrecycle.ca.gov/Publications/Detail.aspx?PublicationID=1346>). However, several data collection activities done in 2008 shall not be repeated. These are:

- Determining asbestos in roofing loads
- Divertibility analysis
- Additional phone survey of landfills
- Data collection on special/rare materials
- Collecting data on plastic carry-out bags

For disposal site composition sampling, samples of waste shall be collected from garbage trucks and self-haulers at disposal facilities (landfills and transfer stations) and sorted into various material types. The residential waste stream shall be sub-divided into single family and multi-family sources. Waste composition data for the subsectors shall be combined to develop the overall residential sector data. Similarly, the self-haul waste stream shall be sub-divided into residential and commercial sources. Waste composition data for the subsectors shall be combined to develop the overall self-haul sector data. Finally, data from each of the three sectors (residential, commercial/industrial, self-haul) shall be combined to determine the overall statewide disposed waste stream composition.

For all the objectives in this study, the same 5 geographical regions used in the California 2008 Statewide Waste Characterization Study shall be used again. For Task 1, five sites in each region shall be used for sampling, and at least 250 samples shall be characterized from each of the three sectors. All composition samples shall be physically sorted, except where impractical and visual sorting is more appropriate (for example, some construction and demolition waste, or for health and safety considerations).

Sampling shall be conducted during 4 seasons and should occur as follows: winter (January 2014); spring (April 2014); summer (July 2014); and autumn (October 2014). CalRecycle's standard list of 67 material types shall be used for sorting (available at <http://www.calrecycle.ca.gov/WasteChar/MatCategory.htm>), with the addition of approximately 20 sub-types, including California Redemption Value (CRV) types and other types of interest to CalRecycle programs.

Because sampling in rural areas can be problematic due to small facilities and fewer loads for sampling, special attention and effort shall be focused on sampling in rural areas to ensure the best data possible is obtained. This may require additional gate survey and sampling days in rural areas.

Multi-family samples shall be collected at the site of generation (e.g., apartment buildings), therefore 50 multi-family sites must be selected and recruited by the contractor.

Note: Characterization of the multi-family sector is part of Task 1 and must be included in the proposed work description and budget for this task. However, because the multi-family sector shall be done through generator-based sampling and the work is similar to that of Task 2, the identification of sites, collection activities and sorting may be done as part of Task 2.

Vehicle surveys shall also be conducted at disposal facilities to gather data on each sector's contribution to the overall waste stream. These surveys of incoming vehicles shall be conducted at the gate of each facility used for composition sampling, on the same days as sampling. A minimum of 50 survey days shall be included in this study, two days at each facility used for composition sampling. Also, 15 additional facilities shall be identified by the Contract Manager for additional data collection through vehicle surveys only, not composition sampling. These facilities will generally consist of the sites in each region receiving the highest tonnage of waste in the region. In order to compare data over time, this portion of the study shall be performed in a manner consistent with CalRecycle's California 2008 Statewide Waste Characterization Study.

Task 1A – Study Design

The contractor shall prepare a study design document describing the work that will be performed to achieve the objectives of the study. The study design shall follow that of the 2008 study closely, so it is expected that the contractor shall not need to expend significant resources for the study design for Task 1. The following information will be provided by CalRecycle for use in the study design:

- annual total amount disposed statewide and in regions used for the study
- annual total amounts disposed at disposal facilities used in the study
- population estimates for jurisdictions, counties, regions, and the state as a whole
- list of active disposal facilities from which to choose sampling sites
- final list of material types to be sorted

The study design shall include:

- methodology for selecting and recruiting sampling sites
- sampling plan including number of samples allocated to sectors, sites, and regions
- plan to address sampling problems that may be encountered in rural areas
- vehicle gate survey plan
- Number of field staff and supervisors to be on-site, and role of each
- field methods including health and safety measures, training and supervision of sorters/surveyors, and method for selecting and characterizing samples
- Measures to be taken to ensure the accuracy of the data, including how data will be recorded and checked in the field
- general contingency plans to address unforeseen circumstances that may delay or adversely affect the study
- A list of equipment expected to be used and examples of field sheets that could be used for the project.
- data management and analysis plan
- quality control procedures for all parts of the study

The contractor shall prepare and submit the study design to the Contract Manager as soon as possible, not to exceed 60 calendar days after contract approval. The Contract Manager will review this design for compliance with the proposal and the objectives of this Task, and to allow coordination between CalRecycle and contractor resources and personnel where necessary. The

contractor shall make required changes in the final design, if any, and submit to the Contract Manager within 30 days of receiving comments.

Task 1B – Site Selection and Schedule

The contractor shall be responsible for identifying, selecting, and recruiting all disposal facilities to be used as sampling and vehicle survey sites (anticipated to be a minimum of 40). The contractor shall develop a questionnaire for interviewing facilities to determine suitability as potential sampling sites. This questionnaire shall be reviewed and approved by the Contract Manager before recruiting begins. The contractor shall train CalRecycle staff on procedures to recruit sampling sites. Once trained, CalRecycle staff will assist with site selection and provide labor under the instruction of the contractor.

To be consistent with the method used in the 2008 study, the contractor must use random selection to choose sampling and surveying sites. The contractor shall also recruit all sites (e.g., apartment complexes) to be used for the generator-based multi-family residential sampling portion of the study.

In addition to the sites recruited by the contractor for composition sampling and vehicle surveys, the Contract Manager will identify at least 15 additional sites to be used for vehicle surveys only. The additional sites identified by CalRecycle will generally consist of the sites in each region that receive the most tonnage of waste.

In developing sampling schedules, the contractor shall identify and take into consideration special circumstances in rural areas that may require more time and effort to collect representative samples.

Once all sites have been recruited, the contractor shall submit a list of disposal facility sites selected, with operator cooperation obtained, to the Contract Manager at least 45 calendar days prior to the first field sampling. This list shall include a tentative schedule of which sites will be used in each season. Subsequently, for each season, the contractor shall submit the list of facilities and scheduled field days at each site at least 30 calendar days prior to the beginning of field sampling. This document shall include an overall schedule for fieldwork, describing start-up tasks, travel, set-up, and sorting days, and number of samples from each sector/subsector to be characterized at each site.

The contractor shall be prepared for dealing with special logistical needs such as sampling at transfer stations that have material recovery activities, landfills with special diversion programs, etc. Field activities shall be coordinated to maximize efficiency and minimize cost.

Task 1C – Field Sampling / Sorting and Vehicle Surveys

The contractor shall conduct all field sampling/sorting of waste and vehicle surveys as the contractor outlined in its study design to obtain statewide waste characterization data. This includes coordinating activities with all facilities used in the study. The contractor shall be responsible for having a health and safety plan and ensuring it is followed by all field personnel.

For each load sampled, the contractor shall collect data on the jurisdiction and sector of origin, truck type, and any notes or unusual circumstances. For self-haul loads, the subsector of origin shall also be determined to be residential, general commercial/industrial, construction and demolition, roofing, landscaper, or other. Only one sample shall be taken from each truck selected for sampling. The contractor shall include field-sorting data for each sample (weight of each material type in the sample) and total sample weight.

All samples shall weigh at least 200 pounds and any samples weighing less than 200 pounds will not be accepted as fulfilling the contract (except as described below for self-haul samples). The Contract Manager will have the discretion to withhold an appropriate amount of payment for each underweight sample, not to exceed the marginal sample cost for this task. Because self-haul loads vary greatly in size, what constitutes a "self-haul" sample depends on the size of the load brought in by the self-hauler. If the load weighs over 250 pounds, then a sample of at least 200 pounds shall be collected and sorted. If the total load weighs from 175 to 250 pounds, the entire load shall be sorted as a sample. This is the only circumstance in which samples less than 200 pounds will be acceptable. If the total load weighs less than 175 pounds (as do many passenger car loads), additional loads from the same class of vehicle and type of origin must be collected until the total weight exceeds 200 pounds. The combined small vehicle loads shall then be counted as one sample.

The "Leaves and Grass" material type listed in the "Other Organic" category shall be sorted according to the type description, and the portion of leaves and the portion of grass shall be estimated visually.

The contractor shall take a digital photograph of each sample before sorting. The contractor will provide all equipment needed for fieldwork, including health and safety equipment.

CalRecycle staff shall be trained in methods to collect representative samples from loads and shall observe and take part in sample collection and sorting activities in the field as necessary. CalRecycle staff shall be trained in the use of appropriate health and safety protocols, in coordination with the contractor.

Through vehicle surveys and any other data collected from sample sites, the contractor shall determine the percentage of the waste stream that is from residential, commercial/industrial, and self-haul sources. Data shall be collected to determine how much of the residential waste stream comes from single-family and multi-family sources, and to determine regional and statewide residential per capita disposal rates. The contractor shall further classify the self-haul sector into residential, construction and demolition (C&D), roofing, landscaper, general commercial/industrial (other than C&D, roofing, and landscaper), and possibly other sub-sources as identified by the Contract Manager. The percentage each of these sub-sources contributes to the self-haul waste stream shall be estimated by the contractor.

The contractor shall plan for and employ a sufficient number of surveyors to ensure that complete and representative gate surveys are conducted at small/rural facilities. Additionally, the contractor shall ensure that large facilities with multiple gatehouses are representatively surveyed at each gatehouse (for example, using more than 1 surveyor to cover multiple gates). To be consistent with the 2008 study, for the 15 additional large sites identified by CalRecycle, and also for approximate 10 other large sites used in the study, two surveyors shall collect data on survey days to assure that all gates are adequately covered.

Additionally, all vehicles determined to be disposing construction and demolition materials shall be further surveyed regarding tonnage and activity that generated the debris. The activities are defined as used in CalRecycle's Targeted Statewide Waste Characterization Study: Detailed Characterization of Construction and Demolition Waste (<http://www.calrecycle.ca.gov/Publications/Detail.aspx?PublicationID=1185>).

The contractor shall train CalRecycle staff on vehicle survey procedures. Once trained, CalRecycle staff will assist with vehicle surveys and provide labor under the instruction of the contractor.

For multi-family generator sampling (apartment buildings), all bins at the site shall be inspected to determine whether any substantial differences exist among bins, and if so, subsamples shall be taken to ensure a representative sample. Sample volume shall also be measured. Information

shall also be collected at multi-family sampling sites to develop a statewide multi-family disposal rate (tons per unit per year). This shall include confirmation of number and size of waste bins at the site, collection frequency, visually estimating fullness of bins, sample collection and bin observations on an appropriate day to obtain representative data, and other pertinent information as determined during study development.

The contractor shall implement measures to ensure the accuracy of the data collected, including how data shall be recorded and checked in the field.

The contractor shall prepare contingency measures to deal with logistical, equipment, weather, or other problems encountered in the field, including refusal of cooperation by facilities, or other unforeseen circumstances. These measures may include conducting make-up days to collect required data if necessary.

During field sampling operations, the contractor shall prepare and submit to the Contract Manager weekly reports containing the following:

- Final schedule/sampling plan for the upcoming week
- Summary of sampling completed during the previous week, including numbers and locations of samples characterized for each sector and/or subsector and number of vehicle surveys completed
- Copies of all field sheets and photographs taken for the previous week's work
- Reports of any problems, contingency measures taken, or significant findings encountered
- Recommendations for adjustments for field procedures, sites, or general study design, if needed

Not more than 30 calendar days after the end of field operations for each season, the contractor shall prepare and submit to the Contract Manager a preliminary report summarizing all samples completed, including numbers and locations of samples characterized for each sector and/or subsector, number of vehicle surveys completed, and a description and explanation of any differences between the final sampling plan and actual field sampling performed.

Task 2: Generator-Based Characterization of Commercial Disposed Waste

The goal of this task is to develop statewide representative disposal composition and disposal rate data (tons per employee per year) for business groups. The study will consist of field sampling, sorting, and quantification of waste disposed by the generators. Data will be collected from individual generators. All business groups shall be represented in the study. The data will be used to update CalRecycle's waste characterization database (<http://www.calrecycle.ca.gov/WasteChar/jurissel.asp>). This is a high priority task for the overall study, and CalRecycle desires that as many individual generator groups as possible be characterized, while still allocating resources to gather meaningful data for the other tasks of this study. For example, if more useful data for generator waste characterization and the project as a whole would be gained by concentrating data collection in some groupings and "lumping" other groupings together, the contractor may make this recommendation.

CalRecycle has performed generator-based studies in the past (<http://www.calrecycle.ca.gov/Publications/Detail.aspx?PublicationID=824> and <http://www.calrecycle.ca.gov/Publications/Detail.aspx?PublicationID=1184>). In these studies the general approach consisted of producing a study design, developing business lists, recruiting individual businesses to participate in the study, conducting phone interviews with businesses to set up sampling and gather other information, visiting businesses to collect waste samples, sorting samples, entering and analyzing sort data, producing data tables, and a final report.

While these studies serve as good models, data collection methods and approaches have evolved over time, and the proposer may include modified or new approaches that equal or exceed the requirements of this task, if this is adequately demonstrated in the proposal.

In CalRecycle's past studies, business groups were defined using Standard Industrial Classification (SIC) codes, which have since been replaced by North American Industry Classification System (NAICS). CalRecycle business groups have been re-defined according to this new system, and are listed in Tables 1 and 2.

Although CalRecycle desires to include all business groups, the possible exception may be construction. Waste associated with this industry is mainly generated at building sites rather than the site of the business office, and will be captured in the disposal facility-based part of the study. The proposer may make recommendations on whether or how to include the construction industry in this task.

A minimum of 50 individual business sites shall be characterized for each group included in the study. This minimum is non-negotiable. If a lumped group is used, more than 50 sites shall be required to adequately characterize that group.

Data collected shall include composition and disposal rate (tons disposed per employee or visitor or customer etc., per year) and density (pounds per cubic yard) for each generator sampled.

In past studies data to estimate disposal rates was developed by measuring waste volumes present at the time of sampling or surveying, and combining volume data with density and volume of service (i.e., cubic yards picked up per week). For consistency of data and comparison to past studies, this general method must be included in this task. However, additional data on disposal rates for business types shall also be gathered by weighing the total amount of waste disposed by a business – for example, weighing the total amount of waste placed in a bin for each day the bin is serviced in a week (see Task 2D). An example of this type of study was conducted in Alameda County (http://www.stopwaste.org/docs/weight-based_disposal.pdf). Disposal rate data from the two methods shall be compared to assess accuracy and advantages/disadvantages of each approach.

As with the disposal facility-based study in Task 1, samples shall be sorted according to CalRecycle's standard material type list, with the addition of approximately 20 sub-types, including California Redemption Value (CRV) types and other types of interest to CalRecycle programs.

Task 2A: Study Design

The contractor shall prepare a study design describing how representative sampling techniques will be used to develop disposal composition and quantity data for commercial generator groups.

Note: Because this is a key task in determining the success of the project, the proposal must describe the draft approach proposed by the contractor and the reasoning behind this approach. It must include the recommended number of business sites to be included in the generator study, recommended business groups to be included, and the distribution of those sites among the groups (with at least 50 individual sites per business group), and address any lumping of groups that might be recommended. It must also describe how the approach will address geography, seasonality, and other factors that may cause variability in the waste stream. It must describe in general how special circumstances would be addressed, such as collecting multiple samples from a site with several distinct waste streams, collecting samples from compactors, or dealing with small businesses with smaller waste streams.

Characterization of the multi-family sector is part of Task 1 and must be included in the general work description and budget for that task. However, because the multi-family sector will be done

through generator-based sampling and the work is similar to that of Task 2, the identification of sites, collection activities and sorting may be done as part of Task 2.

To assist in preparing the study design, CalRecycle will provide the following information to the contractor:

- Final list of material types to be sorted and definitions of these types – CalRecycle’s standard material type list will be used with the addition of approximately 20 sub-types.
- Updated data for Table 1
- Any need for special emphasis on particular business groups – for example, more samples to be allocated to a group (within the context of the whole sampling plan) or groups to be subdivided further (such as restaurants divided into fast food and sit-down categories).

After consultation with the Contract Manager and determination that the task objectives will be met, the contractor shall prepare the study design, which shall include:

- Final list of business groups to be included
- Number of business sites included in the study
- Allocation of sites among the business groups
- Strategy to address the range of sizes of businesses included, so that statistically representative data is obtained for each group
- Recommendation for choosing geographic areas and seasons in which to sample, and explanation of how this was determined
- How the actual generators for sampling will be selected, including information or databases to be used to identify possible sites
- How cooperation from selected generators will be obtained
- Methods to avoid potential problems such as generators dropping out of the study after agreeing to participate, logistical difficulties, etc.
- Description of how sampling will be scheduled to ensure collection of the best representative sample of generator’s waste stream
- Recommendation for method for selecting and characterizing samples at the chosen businesses
- Description of how a representative sample will be obtained from generators with special circumstances such as multiple bins, compactors, or multiple streams at large generators
- Recommendation for obtaining accurate disposal rate data, including the basis to be used (employee, visitor, customer, etc.)
- Recommendation for procedures to efficiently run field sampling and sorting of individual generators (including site selection for all field data collection and how sample sorting activities are coordinated to maximize efficiency of the field work)
- General contingency plans to address unforeseen circumstances that may delay or adversely affect the study.

Overall, the study design, recommendations, and explanations should demonstrate how the study shall result in representative composition and quantity data for each business grouping.

The contractor shall prepare and submit the study design to the Contract Manager at least 90 calendar days before field work begins. The Contract Manager will review this design for

compliance with the proposal and the objectives of this Task, and to allow coordination between CalRecycle and contractor resources and personnel where necessary. The contractor shall make required changes in the final design.

Task 2B: Sample Site Selection and Schedule

Note: The proposal should describe the proposed approach to identify potential business sites for inclusion in the study and methods to select them and obtain waste samples and relevant business data such as NAICS code and employment, and other information. The approach used in past studies was to develop business lists, recruit sites over the phone, obtain cooperation and set up sampling visits with the business. While this approach has proved successful, modified or alternate approaches may be proposed that meet the objectives of the study.

Once the study design is approved, the contractor shall proceed with selecting sites and training CalRecycle staff in the methods used. Once trained, CalRecycle staff will assist with site selection and provide labor under the instruction of the contractor.

As part of this task, businesses contacted during recruiting shall be briefly surveyed regarding awareness of California's Mandatory Commercial Recycling law, participation in recycling programs (such as whether business has recycling or organics collection), and possibly other information.

Samples shall not be taken from businesses that share bins with other businesses. Since many businesses may wish to participate in the study but not have their identities included in records submitted to CalRecycle, the contractor must keep their identities confidential.

The contractor shall prepare and submit to CalRecycle a list of generators selected, with cooperation obtained, and the number of sites from each generator type to be characterized in each sampling area, at least 30 calendar days prior to initiation of fieldwork. The generator type and number of employees (listed as a range), or other basis used to calculate disposal rates, shall be included for each generator listed. Sampling dates and schedules shall also be submitted at least 30 calendar days prior to initiation of fieldwork.

Task 2C – Field Sampling/Sorting

At least 45 days prior to initiation of field sampling/sorting, the contractor shall prepare and submit to the Contract Manager a field sampling/sorting plan which describes methods to be used in the field once sampling sites have been selected, including description of:

- How field personnel will coordinate activities with the generators, facilities, and sorting locations to be used for the study
- Number of field staff and supervisors to be on-site, and role of each
- Training and supervision of sorters
- How representative samples will be selected and collected, including how adequate sample weights will be achieved
- How other necessary field data will be collected and recorded
- How samples will be sorted using proper sorting and weighing techniques
- Measures to be taken to ensure the accuracy of the data, including how data will be recorded and checked in the field
- Health and safety measures to be used, and how to ensure they will be followed
- General contingency measures to deal with logistical, equipment, or other problems encountered in the field
- Schedule of field work, including start-up tasks, logistical arrangements, training, travel and set-up, and sorting

- A list of equipment expected to be used and examples of field sheets that could be used for the project.

The contractor shall conduct all field sampling/sorting of waste and collection of information to estimate waste amounts for each business (to calculate disposal rates), as specified in the study design. The contractor shall include field-sorting data for each sorted sample (weight of each material type in the sample) and total sample weight. All composition samples shall be physically sorted, except where impractical (for example, for some construction and demolition waste) and visual sorting is more appropriate.

At least one disposal sample of a minimum weight of 200 pounds will be needed from each generator for characterization. However, large generators with multiple waste streams may require more than this. An adequate number of samples shall be collected and sorted from these generators to ensure representative data is obtained. Any samples weighing less than 200 pounds will not be accepted as fulfilling the contract, and the Contract Manager will have the discretion to withhold an appropriate amount of payment for each light sample.

The contractor shall take a digital photograph of each sample before conducting the sort. The contractor shall provide all equipment needed for fieldwork, including health and safety equipment. CalRecycle staff and possibly other interested parties will observe some of the sorts. Also, CalRecycle staff shall be trained in methods to collect representative samples from businesses and will therefore observe sample collection activities in the field.

During field sampling operations, the contractor shall prepare and submit to the Contract Manager weekly reports containing the following:

- Final schedule/sampling plan for the upcoming week
- Summary of sampling completed during the previous week, including numbers and locations of samples characterized
- Copies of all field sheets and photographs taken for the previous week's work
- Reports of any problems, contingency measures taken, or significant findings encountered; and
- Recommendations for adjustments for field procedures, sites, or general study design, if needed.

Not more than 30 calendar days after the end of field operations for each sampling period, the contractor shall prepare and submit to the Contract Manager a preliminary report summarizing all samples completed, including numbers and locations of samples characterized, and a description and explanation of any differences between the final sampling plan and actual field sampling performed. The contractor shall include sample photographs in this report.

Task 2D – Weight-based Disposal Rate Study

As a separate task, but in coordination with Task 2C, the contractor shall gather disposal rate data by weighing the total amount of waste disposed by a business – for example, weighing the total amount of waste placed in a bin for each day the bin is serviced in a week. An example of this type of study was conducted in Alameda County (http://www.stopwaste.org/docs/weight-based_disposal.pdf). Data collected shall also include the volume of waste measured, so that density values can be developed for undisturbed samples. The NAICS code and employment data for each business sampled shall also be obtained. The goals of this task are to develop a method to collect data that is as accurate as possible but is still logistically feasible and cost-effective; and also to collect enough data using this method to make a meaningful comparison with disposal rate data collected as part of Task 2C.

Note: Although previous studies using a weight-based method have been done, this is a new method for CalRecycle to employ. The proposal should describe one or more approaches to data collection to develop weight-based disposal rates, including how to select businesses for measurement, weighing methods and equipment that could be used, numbers and types of businesses to be included, frequency of measurement, and data analysis.

After discussions with the Contract Manager on the data collection approach, the contractor shall prepare a study design. The study design shall include:

- Sampling plan to gather weight-based disposal rate data for a meaningful comparison with data from Task 2C
- The number of business sites to be measured and frequency of measurement
- Allocation of the sites among the business groups and areas of the state
- Method to obtain measurements at business sites (for example, if cooperation is needed)
- Weighing methodology, including mechanics and equipment used
- How field personnel will coordinate activities with the generators and other study tasks, as needed
- Number of field staff and supervisors to be used, and role of each
- Training and supervision of field staff
- How representative samples will be selected and measured
- How other necessary field data will be collected and recorded
- Measures to be taken to ensure the accuracy of the data, including how data will be recorded and checked in the field
- Health and safety measures to be used, and how to ensure they will be followed
- General contingency measures to deal with logistical, equipment, or other problems encountered in the field
- Schedule of field work, including start-up tasks, logistical arrangements, training, travel and set-up, and sorting

The contractor shall prepare and submit the study design to the Contract Manager at least 90 calendar days before field work begins. The Contract Manager will review this design for compliance with the proposal and the objectives of this Task, and to allow coordination between CalRecycle and contractor resources and personnel where necessary. The contractor shall make required changes in the final design.

Once the study design is finalized, the contractor shall proceed with selecting sites and submit a list of businesses to be measured to the Contract Manager. The contractor shall then conduct all field measurements. The contractor shall train CalRecycle staff in the methods used.

Depending on the data collection approach and study design, field work for this task could be coordinated with Task 2C, but this is not required. Data collection activities shall be planned to take advantage of any efficiencies possible.

Task 3 – Assessment of Recovery of Materials from Commercial Source Separation Systems, Using Generator Sampling

California's Mandatory Commercial Recycling Law (AB 341 [Chesbro] Stats. Of 2011, Ch. 476) requires CalRecycle to define "mixed waste processing that yields diversion results comparable to source separation". The goal of this task is to gain a better understanding of diversion from source separation systems for the commercial sector in general. Mixed waste processing handles all waste, recyclable materials and organics placed in one bin and results in certain

amounts of materials recovered for recycling and composting. Source separation systems use multiple bins to separate recyclables and compostables from waste materials for recovery. This task aims to gather data on materials placed in recycling and composting bins by businesses, to develop a general assessment of amounts of recoverable materials put in the multiple bins used in source separation programs, in order to assess performance.

Task 2 specifies data collection from businesses on materials disposed. Task 3 consists of data collection on materials diverted from businesses that use a source separation system. This task will not include assessment of materials recycled or composted apart from the bins – for example, cardboard that a business separates and back-hauls to a central location that is not part of any bin service the business uses. Only materials placed in bins that would be processed by a clean Materials Recovery Facility (MRF), i.e. processes source separated materials, composting facility, or other organics processing facility will be included in this task.

It is anticipated that bins used for recyclables and compostable materials shall be sampled to determine amounts placed in the bin and composition of the materials in the bin. The detailed material type list used for disposal characterization will not be used in this task. Instead, data is needed only on recyclable materials, compostable materials, and waste placed in recycling and organics bins. Before field work commences, the Contract Manager will provide the list of materials and other information needed to assign materials to each of the 3 sorting categories. It is anticipated that approximately 200 business sites would be included for this task, but the proposal may recommend an alternate number and explain how the study objectives will be met with this number of samples.

Data from Task 2 will be used to determine amounts of recyclables, compostable materials, and waste placed in disposal bins at businesses using source separation. That data will be combined with data on amounts of these materials placed in recycling and organics collection bins to develop overall data on recovery and disposal of divertible materials from the commercial sector.

Since both Tasks 2 and 3 involve sampling of bins at business sites, it is anticipated that a portion of businesses used in Task 2 can be used also in Task 3. However, since waste and recycling may not be collected on the same day this may impact timing of sample collections, therefore contingency measures must be included. Also, it may be necessary to either sort recyclables and organics on-site or return materials to recycling bins, if requested by recyclers that provide service to businesses used in the study.

While Task 2 will result in data for individual business groups, Task 3 need only be representative of the commercial sector as a whole, therefore the distribution of samples needs to take into account the overall business mix of the state, geographic distribution of the businesses and seasonality.

Multi-family sites will be included as a separate generator category in this task. Since only 50 multi-family sites will be sampled as part of disposal characterization, and not all sampled sites may have source separation, additional multi-family sites may need to be recruited and sampled for this task in order to have representative data.

Task 3A: Study Design

Note: The proposal must describe the approach to data collection for this task proposed by the contractor and the reasoning behind this approach. It must include a recommended number of business sites to be included in this task and the distribution of those sites among the business groups and areas of the state.

After consultation with the Contract Manager the contractor shall prepare the study design, which will include:

- Number of business sites to be sampled and the distribution of sites among business types and regions of the state, and a description demonstrating how the sample distribution will result in representative data for the commercial sector in general
- Description of how business sites will be selected for inclusion in Task 3, including any coordination with Task 2 that may be possible and useful to improve efficiency of data collection
- Description of how and when samples will be collected and sorted from recycling and composting bins so that each sample is representative of the materials put in each bin by the business
- Description of how sampling will be scheduled to ensure collection of the best representative sample of generator's materials streams
- Description of how a representative sample would be obtained from generators with special circumstances such as multiple bins, compactors or multiple streams at large generators
- Recommendation for procedures to efficiently run field sampling and sorting of individual generators
- General contingency plans to address unforeseen circumstances that may delay or adversely affect the study.

The contractor shall prepare and submit the study design to the Contract Manager at least 90 calendar days before field work begins. The Contract Manager will review this design for compliance with the proposal and the objectives of this Task, and to allow coordination between CalRecycle and contractor resources where necessary. The contractor shall make required changes in the final design.

Task 3B: Sample Site Selection and Schedule

Once the study design is approved, the contractor shall proceed with selecting sites. Since some generators may wish to participate in the study but not have their identities included in records submitted to CalRecycle, the contractor must keep their identities confidential. If needed, the Contract Manager will assist with site selection and provide labor under the instruction of the contractor.

The contractor shall prepare and submit to CalRecycle a list of generators selected, with cooperation obtained, and the number of sites from each generator type to be characterized in each sampling area, at least 30 calendar days prior to initiation of fieldwork. Sampling dates and schedules shall also be submitted at least 30 calendar days prior to initiation of fieldwork.

Task 3C – Field Sampling/Sorting

At least 45 days prior to initiation of field sampling/sorting, the contractor shall prepare and submit to the Contract Manager a field sampling/sorting plan which describes methods to be used in the field once sampling sites have been selected, including description of:

- How field personnel will coordinate activities with the generators, facilities, and sorting locations to be used for the study
- Number of field staff and supervisors to be on-site, and role of each
- Training and supervision of sorters

- How representative samples will be selected and collected, including how adequate sample weights will be achieved
- How other necessary field data will be collected and recorded
- How samples will be sorted using proper sorting and weighing techniques
- Measures to be taken to ensure the accuracy of the data, including how data will be recorded and checked in the field
- Health and safety measures to be used, and how to ensure they will be followed
- General contingency measures to deal with logistical, equipment, or other problems encountered in the field
- Schedule of field work, including start-up tasks, logistical arrangements, training, travel and set-up, and sorting
- A list of equipment expected to be used and examples of field sheets that could be used for the project.

The contractor shall conduct all field sampling/sorting of recyclables and organics, and collection of information to estimate recycling and organics amounts for each business sampled, as outlined in the study design. The contractor will include field-sorting data for each sorted sample (weight of recyclables, organics, and waste in the sample) and total sample weight.

CalRecycle staff and possibly other interested parties will observe some of the sorts. Also, CalRecycle staff shall be trained in methods to collect representative samples from businesses and will therefore observe sample collection activities in the field.

During field sampling operations, the contractor shall prepare and submit to the Contract Manager weekly reports containing the following:

- Final schedule/sampling plan for the upcoming week
- Summary of sampling completed during the previous week, including numbers and locations of samples characterized
- Copies of all field sheets and photographs taken for the previous week's work
- Reports of any problems, contingency measures taken, or significant findings encountered
- Recommendations for adjustments for field procedures, sites, or general study design, if needed

Not more than 30 calendar days after the end of field operations for each sampling period, the contractor shall prepare and submit to the Contract Manager a preliminary report summarizing all samples completed, including numbers and locations of samples characterized, and a description and explanation of any differences between the final sampling plan and actual field sampling performed.

Task 4: Collect Comprehensive Diversion Data for Some Business Groups

The goal of this task is to develop diversion characterization data (composition and diversion amounts per employee) for selected generator groups, similar to diversion data found in CalRecycle's 2006 study (<http://www.calrecycle.ca.gov/Publications/Detail.aspx?PublicationID=1184>). The work consists of conducting comprehensive audits of individual businesses to quantify diversion. A minimum of 50 audits shall be conducted for each group. Business groupings used in Task 3 shall also be used for this task. The material type list used for Tasks 1 and 2 will also be used in this task. The contractor shall also train CalRecycle staff in methods of conducting diversion audits and will be assisted by CalRecycle staff in this task.

Since this task also involves collecting data from individual businesses as with Tasks 2 and 3, the contractor shall coordinate activities for the three tasks to improve efficiency of data collection while still achieving the objectives of each task.

Note: It is anticipated that not all business groups can be included in the study budget, therefore the proposal should include a recommendation for the number of groups that can be included.

Task 4A: Study Design

The contractor shall coordinate with the Contract Manager to select the business groups included in this task, and then prepare a study design describing how representative sampling techniques will be used to develop diversion composition and quantity data for those groups. Data shall be collected from individual generators regarding composition, annual tonnage, and diversion activities. Since some generators may wish to participate in the study but not have their identities included in records submitted to CalRecycle, the contractor must keep their identities confidential. The study design shall include:

- Strategy to select business sites to be included in the study, including coordination with Tasks 2 and 3 and recruitment of additional businesses if needed
- Recommendation for stratification procedures to be used (if any), and explanation of how this was determined
- Recommendation for procedures to gather diversion data (composition, quantity, activity) and other pertinent data from sampled generators
- Measures to be taken to ensure the accuracy of the data, including how data will be recorded and checked in the field
- How site scheduling and all field data collection activities will be coordinated to maximize efficiency of the field work
- General contingency plans to address unforeseen circumstances such as refusal of cooperation by generators or other factors that may delay or adversely affect the study

The contractor shall prepare and submit the study design to the Contract Manager at least 90 calendar days before field work begins. The Contract Manager will review this design for compliance with the proposal and the objectives of this Task, and to allow coordination between CalRecycle and contractor resources and personnel where necessary. The contractor shall make any required changes in the final design.

Task 4B – Sample Site Selection and Schedule

Once the study design is approved, the contractor shall proceed with selecting and scheduling sites for diversion data collection. The contractor shall prepare and submit to CalRecycle a list of generators selected, with cooperation obtained, and the number of samples from each generator type to be characterized in each area, at least 30 calendar days prior to initiation of fieldwork. The generator type and number of employees (listed as a range), or other basis used to calculate disposal/generation rates, shall be included for each generator listed. Sampling dates and schedules shall also be submitted at least 30 calendar days prior to initiation of fieldwork for each season.

Task 4C – Field Data Collection

The contractor shall conduct collection of diversion data as outlined in the study design, including data regarding material types, activities, amounts, jurisdiction of origin for each sample, and any notes or unusual circumstances. The contractor shall also train CalRecycle staff in methods of

conducting diversion audits. Once trained, CalRecycle staff will assist with conducting diversion audits and provide labor under the instruction of the contractor.

During field data collection operations, the contractor shall prepare and submit to the Contract Manager weekly reports containing the following:

- Final schedule/sampling plan for the upcoming week
- Summary of sampling completed during the previous week, including numbers and locations of businesses audited
- Copies of all field sheets for the previous week's work
- Reports of any problems, contingency measures taken, or significant findings encountered
- Recommendations for adjustments for field procedures, sites, or general study design, if needed.

Not more than 30 calendar days after the end of field operations for each sampling period, the contractor shall prepare and submit to the Contract Manager a preliminary report summarizing all audits completed, including numbers and locations of businesses audited, and a description and explanation of any differences between the final sampling plan and actual field data collection performed.

Task 5: Data Entry and Analysis

The contractor shall perform all data entry and analysis, and shall prepare and submit to the Contract Manager a proposal of quality control measures to ensure the accuracy of the data entered and reports generated by the spreadsheet/database. Any errors or discrepancies in data discovered during quality control activities shall be resolved by the contractor. The contractor shall enter all data collected into spreadsheets or a database compatible with CalRecycle's computer system, with format and software to be approved by the Contract Manager.

At least 30 calendar days prior to commencement of data entry for the first season, the contractor shall submit sample printouts displaying database and/or spreadsheet format to the Contract Manager for approval.

When approximately half of the samples have been collected, the contractor shall submit an interim report with preliminary analysis of data collected up to that point.

Additionally, the contractor shall train CalRecycle staff in the proper methods of data entry and analysis to include:

- The availability of Commercial-Off-The-Shelf (COTS) software designed for use in the data entry and analysis task and how it could be utilized
- The implementation and operation of non-proprietary software applications used by the contractor for data entry and analysis
- Quality Assurance / Quality Control (QA/QC) measures that can be employed to ensure accurate data entry.

The following lists the data entry and analysis requirements for each numbered Task:

Task 1 Data Entry and Analysis

The contractor shall aggregate data and perform standard statistical analysis for each sector and subsector to determine average composition, standard error, and confidence interval at the 90% confidence level. The entities for which this composition data must be

reported are as follows: residential single-family subsector, residential multi-family subsector, overall residential sector; overall commercial/industrial sector; residential self-haul subsector, commercial self-haul subsector, and overall self-haul sector; overall statewide composition (all sectors combined). Some specialized statistical analyses may be required by the contractor to assess sources of variability, such as seasonal and/or regional differences.

The contractor shall submit to the Contract Manager an electronic copy of the following:

- database/spreadsheets containing data for each sample grouped by subsector and/or sector where appropriate; data should include sample ID number, facility, date, sample weight, weight of each component, truck type, sector/subsector and jurisdiction of origin and any notes
- average composition and statistical data for each subsector and sector for which composition data was collected
- vehicle gate survey data

Task 2 Data Entry and Analysis

The contractor shall aggregate data and perform standard statistical analysis for each generator group, to include standard error and confidence interval at the 90% confidence level, to determine: average composition for disposal; average annual disposal rate using the appropriate basis (employee, visitor, customer, etc.); and disposal density.

The contractor shall submit to the Contract Manager both an electronic and paper copy of the following:

- Database/spreadsheets containing data for each sample grouped by generator type. Data should include sample ID number, region, date, generator type, NAICS code, employment, total disposal sample weight, and weight of each disposal component in the sample by material type, data used to calculate waste amounts;
- For Task 2D, data should include sample ID number, region, date, generator type, NAICS code, employment, measured weight of waste, and data used to calculate waste amounts; and
- Statistical data for disposal composition, disposal rates, and disposal density for each generator type.
- Data from the two methods used to calculate disposal rates will be compared to assess accuracy and advantages/disadvantages of each approach.

Task 3 Data Entry and Analysis

The contractor shall aggregate data and perform standard statistical analysis for each of the two (and organics), to include standard error and confidence interval at the 90% confidence level, to determine: average percent of waste in the recycling bin; average percent of waste in the organics bin; average percent of organics in the recycling bin; and average percent of recyclables in the organics bin.

The contractor shall submit to the Contract Manager an electronic copy of the following:

- Database/spreadsheets containing data for each sample grouped by bin type. Data should include sample ID number, NAICS code, region, date, bin type, total weight of material in bin, and weight of each component in the sample by type (waste, recyclables, organics); and

- Statistical data for percent of waste found in recycling bins; percent of waste found in organics bins; percent of organics found in recycling bins; and percent of recyclables found in organics bins.

Task 4 Data Entry and Analysis

The contractor shall aggregate data and perform standard statistical analysis for each generator group, to include standard error and confidence interval at the 90% confidence level, to determine: average composition for diversion; annual diversion amounts by material type; average composition for generation (disposal + diversion); and average annual generation rate using the appropriate basis (employee, visitor, customer, etc.).

The contractor shall submit to the Contract Manager both an electronic and paper copy of the following:

- Database/spreadsheets containing data for each audit sample grouped by generator type. Data should include sample ID number, region, date, generator type, and annual diversion by material type, and data used to calculate diversion amounts.
- Statistical data for diversion composition, diversion amounts, generation composition, and generation rates for each generator type.

Task 6: Final Reports

All data collected through this study shall be submitted to and become the property of CalRecycle. One final report shall be prepared describing Task 1, and another report for Tasks 2, 3, and 4. For each report, the contractor shall prepare and provide to the Contract Manager both a preliminary draft and final comprehensive report describing study design, field methods, data analysis, significant findings, and data tables and charts. The report must meet CalRecycle's publication standards, available at <http://www.calrecycle.ca.gov/Publications/PubGuide/>. The reports and data will be submitted in electronic formats.

Prior to preparing each comprehensive report, the contractor shall submit to the Contract Manager for approval an outline of each final report, including draft or example tables and graphs. The final report shall incorporate any changes from the preliminary report requested by the Contract Manager.

For Task 1, the final report shall include:

- An executive summary briefly describing the background, scope, purpose, study design, field methods, and results of the study;
- An introduction including project background, the purpose and objectives of the study, and a description of how the study was conducted;
- A description of the study design used and how it was developed, including statistical background or methods used, site selection process, final sampling sites and numbers of samples taken at each, appropriate maps, explanation of any differences between the final plan and actual sampling done, and any significant problems or significant findings of this part of the project;
- A description of how fieldwork was conducted, describing the step-by-step process of how samples were selected, collected, sorted, and weighed, and how all other field data was collected for disposal facility sampling.
- A description of how data was collected to estimate the percent and quantity of the residential, commercial/industrial, and self-haul sectors in the statewide waste stream.

- Include explanations for any special circumstances, changes in plans or techniques, and any significant findings;
- Results for all parts of the study, including the following: Waste composition tables, showing for each material type and category, the average percent, standard error, confidence interval at the 90% confidence level, and estimated statewide tonnage. The number of samples characterized should also be shown. Tables should be included for:
 - Single-family residential subsector
 - Multi-family residential subsector
 - Overall residential sector
 - Commercial/industrial sector
 - Residential self-haul subsector
 - Commercial self-haul subsector
 - Overall self-haul sector
 - Overall statewide composition

NOTE: The contractor shall also provide to CalRecycle these tables listed above for each region, although they need not be included in the final report.

- A table showing the number of samples characterized for each sector and subsector at each facility, to show the distribution of samples
- Explanation of how data was aggregated to develop compositions for each subsector, sector, and for the statewide overall composition
- Statewide percent and estimated tonnage for each sector and subsector
- Statewide and regional per capita residential disposal rates and statewide multi-family per unit disposal rate.

The contractor shall also include a discussion of new information obtained on field methods and study design, and recommendations for improving future studies.

For Tasks 2, 3, and 4 the final report shall include:

- An executive summary briefly describing the background, scope, purpose, study design, field methods, and results of the study
- An introduction including project background, the purpose and objectives of the study, and a description of how the study was conducted
- A description of the study design used and how it was developed, including statistical background or methods used, site selection process, final sampling sites and numbers of samples taken at each, appropriate maps, explanation of any differences between the final plan and actual sampling done, and any significant problems or significant findings of this part of the project
- A description of how fieldwork was conducted, describing the step-by-step process of how samples were selected, collected, sorted, and weighed, and how all other field data was collected
- Include explanations for any special circumstances, changes in plans or techniques, and any significant findings
- Results for all parts of the study, including the following:
 - Disposal composition tables for each generator group included in Task 2 showing for each material type and category, the average percent, standard error, confidence interval at the 90% confidence level, and the number of samples characterized

- Disposal rate data for each generator group included in Task 2C including confidence interval at the 90% confidence level, and the number of samples characterized
- Results for weight-based disposal rate study (Task 2D) including comparison to disposal rates developed in Task 2C
- Average amounts of recyclables, organics, and waste in each of the 3 types of streams/bins characterized (disposal, recycling, composting) for the overall commercial sector
- Diversion composition for generator groups included in Task 4
- Generation composition for generator groups included in Task 4

The contractor shall also include a discussion of new information obtained on field methods and study design, and recommendations for improving future studies.

The contractor will also be required to present the results of the study at a CalRecycle meeting.

Periodic Consultation With/And Reports to CalRecycle.

The contractor shall confer with the Contract Manager and other CalRecycle staff assigned to the statewide waste characterization study before implementing each major phase of the project to assure compliance with the proposal and the objectives of this study, and to allow coordination between CalRecycle and contractor resources and personnel where necessary. Payment for all deliverables is subject to final approval by the Contract Manager.

Table 1. CalRecycle Business Groups, Employment, and Number of Businesses for Generator Data Collection

CalRecycle Group Number	CalRecycle Group Name	Number of Employees	Number of Businesses
1	Agriculture & Resources	476,630	17,500
2	Utilities & Waste Management	99,671	2,799
3	Construction	580,550	65,008
4	Manufacturing-Food/Kindred	207,515	4,839
5	Manufact. - Wood Products, Furniture & Related	51,602	3,079
6	Manufacturing - Paper Products/ Printing & Pub.	148,461	7,024
7	Manufacturing - Chemical/Allied	132,302	3,270
8	Manufact. - Primary/Fabricated Metal	140,202	6,786
9	Manufact. - Machinery & Transportation	172,788	4,311
10	Manufact. - Electronic Equipment	301,533	4,790
11	Manufacturing - Misc.	186,015	9,283
12	Durable Goods Wholesalers	313,297	25,160
13	Nondurable Goods Wholesalers	252,260	18,751
14	Retail Trade - Motor Vehicles, Parts & Gas Stations	213,114	15,242
15	Retail Trade - Furniture & Clothing	218,790	19,888
16	Retail Trade - Building Materials & Garden	110,099	6,393
17	Retail Trade - Food & Beverage Stores	331,590	15,964
18	Retail Trade - General Merch. Stores	287,906	3,800
19	Retail Trade - Misc.	361,120	34,592
20	Transportation - All	169,224	7,221
21	Trucking, Couriers & Warehousing	235,358	10,861
22	Motion Picture & Sound Recording	142,518	7,054
23	Communications	199,354	8,249
24	Finance, Insurance, Real Estate	759,636	83,923
25	Services - Professional & Technical	1,063,765	117,776
26	Services - Management, Administrative, Support, Social	1,514,666	86,337
27	Educational Services (incl. local govt ed)	1,165,998	24,170
28	Medical/Health Services	1,282,636	77,257
29	Arts, Entertainment & Recreation	250,595	17,502
30	Hotels/Lodging	202,230	6,055
31	Restaurants	1,100,432	63,166
32	Miscellaneous Services	282,531	40,864
33	Government (not incl local govt education or PO)	839,105	12,757

Table 2. NAICS Codes in CalRecycle Business Groups

CalRecycle Group Number	CalRecycle Group Name	NAICS codes included	NAICS names
1	Agriculture & Resources	11	Ag/Forest/Fish/Hunt
		111	Crop Production
		112	Animal Production
		113	Forestry and Logging
		114	Fishing, Hunting and Trapping
		115	Agric and Forestry Support Activities
		21	Mining
		211	Oil and Gas Extraction
		212	Mining, except Oil and Gas
		213	Support Activities for Mining
2	Utilities & Waste Management	22	Utilities
		562	Waste Mgmt and Remediation Services
3	Construction	23	
		236	Construction of Buildings
		237	Heavy & Civil Engineering Construction
4	Manufacturing-Food/Kindred	238	Special Trade Contractors
		311	Food Manufacturing
		312	Beverage and Tobacco Products
5	Manufact. - Wood Products, Furniture & Related	321	Wood Products
		337	Furniture and Related Products
6	Manufacturing - Paper Products/ Printing & Pub.	322	Paper Products
		323	Printing and Related Support Activities
		511	Publishing Industries, except Internet
7	Manufacturing - Chemical/Allied	324	Petroleum and Coal Products
		325	Chemical Products
		326	Plastics and Rubber Products
8	Manufact. - Primary/Fabricated Metal	331	Primary Metal Mfg

		332	Fabricated Metal Products
9	Manufact. - Machinery & Transportation	333	Machinery
		336	Transportation Equipment
10	Manufact. - Electronic Equipment	334	Computer and Electronic Products
		335	Electrical Equipment and Appliances
11	Manufacturing - Misc.	313	Textile Mills
		314	Textile Product Mills
		315	Apparel Manufacturing
		316	Leather and Allied Products
		327	Nonmetallic Mineral Products
		339	Misc Manufacturing
12	Durable Goods Wholesalers	423	Durable Goods Wholesalers
13	Nondurable Goods Wholesalers	424	Nondurable Goods Wholesalers
14	Retail Trade - Motor Vehicles, Parts & Gas Stations	441	Motor Vehicle and Parts Dealers
		447	Gasoline Stations
15	Retail Trade - Furniture & Clothing	442	Furniture and Home Furnishings
		448	Clothing and Clothing Accessories
16	Retail Trade - Building Materials & Garden	444	Building Materials and Garden Supplies
17	Retail Trade - Food & Beverage Stores	445	Food and Beverage Stores
18	Retail Trade - General Merch. Stores	452	General Merchandise Stores
19	Retail Trade - Misc.	443	Electronics and Appliance Stores
		446	Health and Personal Care Stores
		451	Sporting Goods, Hobby, Books, Music
		453	Misc Store Retailers
		454	Nonstore Retailers
20	Transportation - All	481	Air Transportation
		482	Rail Transportation
		483	Water Transportation
			Transit & Ground Passenger Transport
		485	

		486	Pipeline Transportation
		487	Scenic and Sightseeing Transportation
		488	Support Activities for Transportation
21	Trucking, Couriers & Warehousing	484	Truck Transportation
		491	Postal Service
		492	Couriers and Messengers
		493	Warehousing and Storage
22	Motion Picture & Sound Recording	512	Motion Picture and Sound Recording
23	Communications	515	Broadcasting, except Internet
		517	Telecommunications
		518	Data Processing, Hosting and Related
		519	Other Information Services
24	Finance, Insurance, Real Estate	52	Finance and Insurance
		521	Monetary Authorities--Central Bank
		522	Credit Intermediation and Related
		523	Financial Investment and Related
		524	Insurance Carriers and Related Activity
		525	Funds, Trusts, Other Financial Vehicles
		53	Real Estate and Rental and Leasing
		531	Real Estate
		532	Rental and Leasing Services
		533	Lessors of Nonfinancial Intangible Assets
25	Services - Professional & Technical	541	Professional and Technical Services
26	Services - Management, Administrative, Support, Social	551	Mgmt of Companies and Enterprises
		561	Administrative and Support Services
		425	Electronic Markets, Agents, Brokers
		624	Social Assistance
		813	Religious, Civic, Professional & Similar

27	Educational Services (incl. local gov't ed)	611 90-931611	Educational Services Local Government Education (EDD group)
28	Medical/Health Services	621 622 623	Ambulatory Health Care Services Hospitals Nursing and Residential Care Facilities
29	Arts, Entertainment & Recreation	71 711 712 713	Arts, Entertainment and Recreation Performing Arts and Spectator Sports Museums, Historical Sites and Similar Gambling, Recreation, Amusement
30	Hotels/Lodging	721	Accommodation
31	Restaurants	722	Food Services and Drinking Places
32	Miscellaneous Services	811 812	Repair and Maintenance Personal and Laundry Services
33	Government (not incl local gov't education or PO)	92	Public Administration

Employment and Business Data (Tables 2A and 2B) available at <http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=138>

Control of Work

1. CalRecycle Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CalRecycle Contract Manager when the Contractor fails to complete orders required by this Contract.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Act as the Contractor's Representative for work to be provided under this Contract
 - Act as the Contractor's Representative regarding contractual matters relating to this Contract

If during the course of the Contract, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager approval is required.

CONTRACT/TASK TIME FRAME

NOTE: Deliverables are briefly listed in the table below. See description of each task for a full description of what should be included in each deliverable.

DELIVERABLES	DUE DATES
<p><u>Study Designs</u></p> <ul style="list-style-type: none"> • Preliminary Draft Study Designs • Final Study Designs 	<p>Task 1: As soon as possible after contract approval, not to exceed 60 calendar days Tasks 2, 3, 4: 90 calendar days before field work begins</p> <p>No later than 30 calendar days after contractor receipt of CalRecycle requested changes</p>
<p><u>Sample Site Selections and Schedules</u></p> <p>Task 1 – 4:</p> <ul style="list-style-type: none"> • Sample Site Selection Plans <p>Task 1:</p> <ul style="list-style-type: none"> • Lists of disposal facility sites selected, with operator cooperation obtained, and the number of samples from each sector to be characterized at each site • Lists of disposal facilities, with cooperation obtained, to be surveyed to quantify the representative percentages disposed by the individual sectors <p>Task 2 - 4:</p> <ul style="list-style-type: none"> • List of generators selected, with cooperation obtained, and the number of sites from each generator type, to include sampling dates and schedules 	<p>45 calendar days prior to initiation of field sampling</p> <p>45 calendar days prior to initiation of field sampling</p> <p>45 calendar days prior to initiation of field surveys</p> <p>30 calendar days prior to initiation of field sampling</p>
<p><u>Field Sampling/Sorting</u></p> <ul style="list-style-type: none"> • Field sampling/sorting plans • Weekly reports during field sampling operations • Preliminary reports upon completion of field operations for each sampling season 	<p>45 calendar days prior to initiation of field sampling</p> <p>Each week during field operations</p> <p>30 calendar days following end of each sampling season</p>
<p><u>Data Entry and Analysis</u></p> <p>Task 1 – 4:</p> <ul style="list-style-type: none"> • Sample printouts displaying database and/or spreadsheet format prior to data entry <p>Task 1:</p> <ul style="list-style-type: none"> • Electronic and paper copy of database/spreadsheets containing data for each sample grouped by sector and/or subsector where appropriate. Electronic and paper copy of average composition and statistical data 	<p>At least 30 calendar days prior to commencement of data entry, but no later than February 1, 2014</p> <p>For each item listed, with the exception of the sample printouts, data shall be reported for each season as well as for the entire study. Winter season data is due March 31, 2014; spring season data is due June 30, 2014; summer season data is due September 30, 2014; autumn season data is</p>

<p>Task 2 – 4:</p> <ul style="list-style-type: none"> • Electronic and paper copy of database/spreadsheets containing data for each sample grouped by generator type. Electronic and paper copy of average composition and statistical data 	<p>due December 31, 2014. Data for the combined seasons is due January 23, 2015.</p> <p>For each item listed, with the exception of the sample printouts, data shall be reported for each season as well as for the entire study. Winter season data is due March 31, 2014; spring season data is due June 30, 2014; summer season data is due September 30, 2014; autumn season data is due December 31, 2014. Data for the combined seasons is due January 23, 2015.</p>
<p><u>Final Reports</u></p> <p>Outline of final reports</p> <p>Preliminary draft comprehensive reports</p> <p>Final reports</p> <p>Presentation of results of the study at public meetings if required</p>	<p>December 1, 2014</p> <p>February 1, 2015</p> <p>March 16, 2015</p> <p>April or May 2015 CalRecycle Monthly Meeting</p>

Section VII Definition and Terms

General

Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CALRECYCLE	Department of Resources Recycling and Recovery
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
PCC	Public Contract Code
RFP	Request for Proposals
SB	Small Business
SOW	Scope of Work
OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

Cal EPA

The California Environmental Protection Agency

CALRECYCLE Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this contract or representatives of Consultant to the Department of Resources Recycling and Recovery as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Contract with CalRecycle to provide work pursuant to this RFP or his or their legal representatives

Contract

A legally binding agreement between the state & another entity, public or private, for the provision of goods or services; the written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

Contract Manager

A person designated by the responsible state agency or department to manage performance under a contract.

Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Disabled Veteran Business Enterprise (DVBE Certified)

A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2)

the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor's representative for all work performed under this Contract. All official correspondence, reports, submittals, billings, and other work done under this Contract shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of a contractor by the awarding agency.

Small Business (Certified)

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Contract to the same extent as if set forth herein in full.

Subcontractor

A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

Attachments

Cost Proposal Sheet
2014 WASTE CHARACTERIZATION STUDY

Complete this form and submit the original in accordance with the requirements of this RFP.

Task #	Task Description	Line Item Cost	Sub-Task Cost	Total Task Cost
Task 1	Disposal Facility-Based Waste Characterization Study			\$
	1. Task 1A: Study Design		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	2. Task 1B: Sample Site Selection and Schedule		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	3. Task 1C: Field Sampling / Sorting and Vehicle Surveys		\$	
	<i>a. Start-up (Equipment, etc.)</i>	\$		
	<i>b. Labor (Person Hr x Rate)</i>	\$		
	<i>c. Fringe Benefits</i>	\$		
	<i>d. Overhead (Supplies, etc.)</i>	\$		
	<i>e. Marginal Per Sample Cost: \$</i>			
Task 2	Generator-Based Characterization of Commercially Disposed Waste			\$
	1. Task 2A: Study Design		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	2. Task 2B: Sample Site Selection and Schedule		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		

	3. Task 2C: Field Sampling / Sorting		\$	
	a. Start-up (Equipment, etc.)	\$		
	b. Labor (Person Hr x Rate)	\$		
	c. Fringe Benefits	\$		
	d. Overhead (Supplies, etc.)	\$		
	e. Other, if applicable (Specify)	\$		
	f. Marginal Per Sample Cost: \$			
	4. Task 2D: Weight-Based Disposal Rate Study		\$	
	a. Start-up (Equipment, etc.)	\$		
	b. Labor (Person Hr x Rate)	\$		
	c. Fringe Benefits	\$		
	d. Overhead (Supplies, etc.)	\$		
	e. Other, if applicable (Specify)	\$		
	f. Marginal Per Sample Cost: \$			
Task 3	Assessment of Recovery of Materials From Commercial Source Separation Systems, Using Generator Sampling			\$
	1. Task 3A: Study Design		\$	
	a. Labor (Person Hr x Rate)	\$		
	b. Fringe Benefits	\$		
	c. Overhead (Supplies, etc.)	\$		
	d. Other, if applicable (Specify)	\$		
	2. Task 3B: Sample Site Selection and Schedule		\$	
	a. Labor (Person Hr x Rate)	\$		
	b. Fringe Benefits	\$		
	c. Overhead (Supplies, etc.)	\$		
	d. Other, if applicable (Specify)	\$		
	3. Task 3C: Field Sampling / Sorting		\$	
	a. Start-up (Equipment, etc.)	\$		
	b. Labor (Person Hr x Rate)	\$		
	c. Fringe Benefits	\$		
	d. Overhead (Supplies, etc.)	\$		
	e. Other, if applicable (Specify)	\$		
	f. Marginal Per Sample Cost: \$			
Task 4	Collect Comprehensive Diversion Data for Selected Business Groups			\$
	1. Task 4A: Study Design		\$	
	a. Labor (Person Hr x Rate)	\$		

	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	2. Task 4B: Sample Site Selection and Schedule		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	3. Task 4C: Field Data Collection		\$	
	<i>a. Start-up (Equipment, etc.)</i>	\$		
	<i>b. Labor (Person Hr x Rate)</i>	\$		
	<i>c. Fringe Benefits</i>	\$		
	<i>d. Overhead (Supplies, etc.)</i>	\$		
	<i>e. Other, if applicable (Specify)</i>	\$		
	<i>f. Marginal Per Sample Cost: \$</i>			
Task 5	Data Entry and Analysis			\$
	<i>Task 1 Data Entry and Analysis</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	<i>Task 2 Data Entry and Analysis</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	<i>Task 3 Data Entry and Analysis</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	<i>Task 4 Data Entry and Analysis</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
Task 6	Results and Final Reports			\$
	<i>Task 1 Results and Final Report</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		

	<i>d. Other, if applicable (Specify)</i>	\$		
	<i>Tasks 2-4 Results and Final Report</i>		\$	
	<i>a. Labor (Person Hr x Rate)</i>	\$		
	<i>b. Fringe Benefits</i>	\$		
	<i>c. Overhead (Supplies, etc.)</i>	\$		
	<i>d. Other, if applicable (Specify)</i>	\$		
	TOTAL BID			\$

Travel required to meet the scope of this project shall be included in the "Other" line item for each applicable sub-task. Applicable travel costs will be charged at the state approved rate and will be pre-authorized by the CalRecycle contract manager.

Submitted By:

Company Name, telephone number, and email address

Company Address

Authorized Official and Title

Signature of Official Date

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, the proposer must explain why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

NOTE: If a sub-task has employees working on it in different wage classes, each wage class must be listed separately under line items "Labor" and "Fringe Benefits". For example, insert additional lines under those line items for Program Manager, Field Manager, etc. Sub-contractors may be included in line item "Other".

Proposal Scoring Sheet
2014 CA Statewide Waste Characterization Study
DRR12059

To qualify, the bidder **MUST** achieve the minimum score identified for **EACH** section below **AND** achieve a minimum overall score of 130.

Contractor / Company Name: _____

Criteria	Maximum	Minimum	Score Recv'd
1. Overall approach and organization	<u>15</u>	<u>12</u>	_____
a. Format of proposal. (5)			
b. Overall approach and understanding of problems, issues and required tasks. (5)			
c. Addresses all items in RFP. (5)			
2. Methodology	<u>50</u>	<u>40</u>	_____
a. Soundness of proposed methodology and field procedures. (10)			
b. Effectiveness of proposed methodology and field procedures. (10)			
c. Clear detailing of the project work plan. (10)			
d. Number of samples/distribution of sampling to ensure representative data. (10)			
e. Feasibility of work plan and schedule with proposed staffing. (10)			
3. Qualifications/Resources (References may be consulted)	<u>40</u>	<u>32</u>	_____
a. Assigned staff's knowledge, education, and experience in similar projects. (10)			
b. Similarities between previous projects and the project contained in this RFP. (10)			
c. The quantifiable success (including level of completion) of past projects and supporting work records (Board staff will verify level of success through records of projects performed for the Board and/or California jurisdictions related to AB 939). (20)			
SUBTOTAL:	<u>105</u>	<u>84</u>	_____
4. Cost Proposal - (30% of Total Points Possible)	<u>45</u>	<u>36</u>	_____
TOTAL SCORE:	<u>150</u>	<u>130</u>	_____

Evaluation Team Member Number

Date

Small Business/Micro Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL DOLLAR AMOUNT OF WORK (Mark one for each firm used)			CERTIFICATION FORM ATTACHED
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL BUSINESS	MICRO BUSINESS	DVBE	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small Business, Micro Business and DVBE Business identified above.

Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification

As Contractor of record for the Department of Resources Recycling and Recovery, Contract number _____, I certify, in accordance with Government Code 14841 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

Please copy this form to include as many SB or DVBE firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: Colleen Rubens, SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025

SB/MB/DVBE SUBCONTRACTOR INFORMATION

Contract Firm Name			
Name of Firm Representative			
Title			
	Phone:	Fax:	
Firm Address	Street:		
	City:	State:	Zip:
Contract Number			
Total Amount Received Under this Contract	\$	Date Final Payment Received: / /	

SB/DVBE SUBCONTRACTOR INFORMATION

SB/DVBE Subcontractor	Street Address	City	State	Zip	Amount Paid	Participation Achieved
						%
						%
						%
						%

Printed Name		Signature:	
Title:		Report Date:	

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
 Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
 Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
 Initials business activities or other operations outside of the United States,
 + certification but we certify below that we are not a scrutinized company
 below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

Iran Contracting Act**(Public Contract Code sections 2202-2208)**

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete one of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

Vendor Name/Financial Institution (Printed)		Federal ID Number (or n/a)
By (Authorized Signature)		
Printed Name and Title of Person Signing		
Date Executed	Executed in	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (Printed)		Federal ID Number (or n/a)
By (Authorized Signature)		
Printed Name and Title of Person Signing		Date Executed

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Federal Employer Identification Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

- Individual Limited Partnership General Partnership Corporation Other

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officer: _____ Other Officer: _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERENCE

- Are you claiming preference for small business? YES – Attach approval letter from Office of Small Business Certification and Resources
 NO
- Are you claiming preference for DVBE? YES – Attach approval letter from Office of Small Business Certification and Resources
 NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR PROPOSAL WILL BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME:**REFERENCE 1**

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

If three references cannot be provided, explain why:

STATE OF CALIFORNIA
 Department of Resources Recycling and Recovery
 CALRECYCLE 74C (Revised 1/10 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

Recycled-Content Certification

Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CalRecycle contract manager.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
 Address _____ Phone _____
 Fax _____ E-mail _____ Web site _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12205.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

1. *Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.*

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. *Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.*

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.CalRecycle.ca.gov/BuyRecycled/.

Code	Description	Minimum content requirement
Product Categories (11)		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

Teleconference Participation Notification Form

All contractors interested in participating in the Proposer's Conference via telephone must notify the contact person for this RFP by 5:00 p.m. on March 25, 2013 by submitting this form. The completed notification shall be faxed, e-mailed or mailed to:

Wendy Roberson
916.341-6120--phone
916.319-7345--fax
contracts@CalRecycle.ca.gov

Failure to provide this notification by the specified date and time, or failure to include the necessary information will result in the contractor being restricted from participating in the teleconference.

Company Name _____

Contact Person _____

Company Address _____

Telephone Number _____

E-mail Address _____

The undersigned hereby authorizes the above named company representative to participate in the teleconference for this RFP.

Authorized Signature

Date

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

-
- Cover Letter with contact information and statements as required in the RFP.
 - Organizational information and Personnel Information (Resumes)
 - Proposal (detailed Work Plan)
 - Cost Proposal Sheet (Attachment A)
 - Samples of Written Work
 - Client References (Attachment H)
 - Copy of Required License(s) (Secretary of State)
 - Contractor Status Form (Attachment G)
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). (Attachment C)*
 - Darfur Contracting Act Certification (Attachment E)
 - Iran Contracting Act Certification (Attachment F)
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The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- One (1) unbound reproducible original Proposal package marked "Original"
 - Three (3) bound copies of the Proposal package marked "Copy".
 - One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
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The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- Certification of Enterprise Zone Act Preference
 - Certification of Target Area Contract Preference Act
 - Certification of Local Military Base Recovery Area Act Preference
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The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- Recycled Content Certification (Attachment I)
 - Payee Data Record (Standard Form 204 viewable at <http://www.calrecycle.ca.gov/Contracts/Forms/default.htm>)
 - Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment D)
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Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.